

Instructions for the Drycleaning Solvent Suppliers/Distributors Annual Registration Form

Submit a completed Annual Registration Form to the Department within 30 days after the start of operation, within 30 days of any change in the information, and by October 31st of each year. A change in information which requires filing a revised registration form includes the following: a change in ownership, lease or contractual relationship. Appropriate documentation supporting the change must be submitted along with the revised registration.

1. Indicate by circling if this is an initial, revised, renewal registration or quarterly report. If submitting an initial registration, leave the registration number blank; this will be completed by the Department.
2. Indicate the facility's name, address, city, state, zip code, county name, EPA ID number and the telephone number of the reporting drycleaning solvent supplier/distributor. Indicate the facility's mailing address if it is different than the location of the facility. Indicate the name of the property owner and the property owner's telephone number. The property owner means any individual or entity that is vested with any ownership, dominion, or the legal or rightful title to the real property or control over the facility. The other interest means any individual or entity that may have a contractual or agreement relationship with or other interest in the facility (such as a management company, another property owner, etc.).
 - (a) Indicate the date or year that the solvent supplier/distributor began selling drycleaning solvent to Tennessee drycleaning facilities.
 - (b) Indicate if you have other operations, contractors, etc., that deliver/transport drycleaning solvent to Tennessee drycleaning facilities on your behalf. If yes, indicate the name and address of the operations, contractors, etc.
 - (c) Indicate if you are aware of any releases of drycleaning solvent either at your facility or at Tennessee drycleaning facilities. If yes, indicate the date, nature (cause) and extent (quantity/size) of the spill or contamination.
3. A **registration fee** of \$5,500 is due from all **Wholesale Distributors** for each in-state wholesale distribution facility. Refer to the "who must register" section of the Guidance For Registering And Complying With The Tennessee Drycleaner's Environmental Response Act to determine if you are required to register. Enter the total amount of the **solvent surcharge fee** based on the schedule(s) in Section 5. Add the registration fee and the solvent surcharge fee to arrive at the total amount due to the Department.
4. The owner/manager or an authorized representative of the supplier/distributor must sign, include their title and the date signed. For a **corporation**, a responsible corporate officer should sign the registration form. A responsible corporate officer means: a president, secretary, treasurer, vice-president or other person who performs similar policy or decision making functions for the corporation. For a **partnership** or **sole proprietorship**, the registration form should be signed by the general partner or proprietor.
5. **NOTE: Photocopy this page to be used for each calendar quarter (i.e. January-March, April-June, etc.)**

Indicate the solvent surcharge fee reporting period (quarterly reporting/payment is required based on the May 3, 1996, amendment to the statute). Solvent surcharge reports and fees should be submitted within one month of the end of the calendar quarter. For an initial registration, report all solvent sales to facilities since October 1, 1995. The reporting period for a renewal registration (from a supplier that is currently meeting program reporting requirements) would cover the months of July 2003 through September 2003. Complete the worksheet, using a separate line for each Tennessee drycleaning facility (shipping address) which purchased drycleaning solvent. Indicate the facility's name, address and registration number. Indicate the quantity of solvent sold (dense non-aqueous solvent or product, light non-aqueous solvent or product and total solvent) to each drycleaning facility during the reporting calendar quarter. The solvent is considered sold during the reporting period if the property right in the solvent transferred from the supplier to the drycleaning facility (normally upon delivery of the solvent). Use the table below in determining if a solvent is a dense or light non-aqueous solvent or product. This table is not meant to be exhaustive and therefore does not exempt the sale of drycleaning solvents, not listed, from the solvent surcharge fee.

Dense non-aqueous solvents/products

tetrachloroethene, tetrachloroethylene, perchloroethylene, PCE, "perc"
trichloroethylene, TCE
trichloroethane, TCA
trichlorotrifluoroethane, Freon 113, CFC 113

Light non-aqueous solvents/products

stoddard, safety solvent, varsol, mineral spirits
spotting Naphtha
DF 2000, Exxon 2000
GreenEarth

Add the itemized listing of dense and light non-aqueous solvents or products. Multiply the total amount (gallons) of dense non-aqueous solvent or product by \$10 and indicate the total in the space provided. Multiply the total amount (gallons) of light non-aqueous solvent or product by \$1 and indicate the total in the space provided. Add the total of the dense and light non-aqueous solvent or product surcharge fees to arrive at the total solvent surcharge fee which is due and payable to the Department. Indicate this amount as the **Solvent Surcharge Fee** in Section 3. If more than one page is necessary, number each page sequentially (i.e., page 1 of 4, 2 of 4, etc.). Indicate on a separate summary page the individual page total amounts.

The facility is responsible for maintaining records which support the information reported on this form. These records shall be available to the Department for review. If you have any questions, contact the Tennessee Drycleaner Environmental Response Program at (615) 532-0900. Make checks payable to: TREASURER, STATE OF TENNESSEE

Return to: Department of Environment and Conservation, Division of Fiscal Services – Fee Section
401 Church Street 7th Floor Annex
Nashville, TN 37243